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THE GAZETTE OF MEGHALAYA

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Separate paging is given on this part in order that it may be filed as a separate compilation.

PART - IX

Advertisements and Notices by Government Offices and Public Service

NOTICES

STANDARD FORM OF APPLICATION

Photo

Dated, _____

To

The _____

Sir,

I beg to apply for the post of _____ and furnish the facts/as below in case of any false statement I am liable to any action Government may deem fit and proper. A Treasury Challan of Rs. _____ vide T. V. No. _____ is attached herewith.

Signature of Applicant

1. Full name in capital letters with address; if any; Surname first
(Please do not use any initials)

Surname

2. Date of Birth :

Year

Month

Date

3. Place of Birth :

Village/Town

Police Station

District

State

4. Father's/Mother's and Husband's (in case of married female)
(Please do not use initials).

5. Personal description :

A. Height

_____ M _____ Cm.

B. Colour of Eyes

C. Colour of Hair :

D. Visible distinguishing marks (if any)

6. A. Permanent Address in full.

B. Present Address in full.

C. If you have not resided at the above address continuously for the last four years. Please give the other address where you have resided during the period.

From :

To :

Address :

7. References :—

Name and address of two responsible persons in your localities who would be prepared to vouch for you.

A. B.

8. Are you citizen of India? If so, how? (Copy of Citizenship Certificates should be enclose where necessary).

9. Educational and other qualifications (Please attach copies of Certificates, Mark Sheets etc.)

Sl. No.	Name of Institution and Address	Date of entering	Date of leaving	Examination passed	Division	Subject taken
1.	2	3	4	5	6	7

1.

2.

3.

4.

5.

6.

10. Community :

(a) State your religion :

(b) Are you a member of Scheduled Caste/Scheduled Tribe? Answer "Yes" or "No". If "Yes" give particulars supported by a Certificate (Copy to be enclosed).

11. Present occupation, if any :

12. Previous appointment held, if any :

13. Are you a temporary/retrenched personnel of temporary Department of the Government of Meghalaya, Answer "Yes" or "No" (If "yes" give particulars).

14. Are you trained in or a member of the National Cadet Corps or Territorial Army? If so, give particulars.

15. Are you married or unmarried?

Signature.

Note : Particulars are to be filled in below the column in the space provided.

Shillong, the 15th March, 2011.

No.SE/PHE/GS/TB- 23/Pt -1/2010-11/686.—Sealed quotation affixing non - refundable Court Fee Stamp worth Rs.1000/- (Rupees one thousand) only purchased in Meghalaya eventually to be drawn in PWD F-2 Form are hereby invited from the registered Class I contractor of the PHE Department and Class II contractor of the Greater Shillong Circle, Shillong for the Supply of D.I. Fittings (ISI Marked) etc. for the year 2010 - 2011 conforming from the manufacturers having valid I.S.I. License. The same will be received in the office of the undersigned upto 2:00 PM on 26th April, 2011. The quotations will be opened on the same day and hour in the presence of the tenderers or their authorised agents who like to be present.

The detailed specification and particulars terms and conditions etc. may be obtained from the office of the undersigned on all working days during office hours upto 25th April 2011.

S R. CHANDA.
Superintending Engineer, (PHE),
Greater Shillong Circle, Shillong.

Shillong, the 17th March, 2011.

No.SAN.4/2009/Pt/30.—On their own request, the name M/S Aibori Snaitang, Sunny Hills, Shillong - 2 and M/S Jeneth Lyttan C/o Phyrnai L. Nongbri, Lumdiengjri, Shillong - 2 is hereby excluded from the Approved List of Miscellaneous Articles contained in this Department's Office Order NO.SAN. 4/ 2009/pt/12 dated the 25th November, 2009 and No. SAN. 4/2009/pt/22, dated the 13th September, 2010.

F. J. MAIROM,
Deputy Secretary to the Government of Meghalaya
Secretariat Administration Department (Nazarat).

Shillong, the 18th March, 2011.

No.SAN.113/2006/VOL-I/77.—On their own request, the name M/S Aibori Snaitang, Sunny Hills, Shillong are hereby excluded from the Approved list for supply of Paper and Stationery Articles contained in this Department's Office Order No.SAN. 113/2006/VOL-I/49 dated the 3rd September, 2007 and No.SAN. 113/2006/VOL-I/71, dated the 21st September, 2010.

F. J. MAIROM,
Deputy Secretary to the Government of Meghalaya
Secretariat Administration Department (Nazarat).

Shillong, the 18th March, 2011.

No.SAN.147/2006/373.—On their own request, the name M/S Aibori Snaitang, Sunny Hills, Shillong are hereby excluded from the Approved list for supply of Emergency Light contained in this Department's Office Order No.SAN.147/2006/362, dated the 3rd September, 2007 and No.SAN.147/2006/367, dated the 8th September, 2010.

F. J. MAIROM,

Deputy Secretary to the Govt.of Meghalaya,
Secretariat Administration Department (Nazarat).

Shillong, the 19th March, 2011.

No.SAN.137/2007/142.—On their own request, the name M/S C. Kharmalki, Malki, Shillong and M/S Aibori Snaitang, Sunny Hills, Shillong are hereby excluded from the Approved list for supply of Chair Cushion contained in this Department's Office Order No.SAN.137/2007/432, dated the 7th September, 2007 and No.SAN.137/2007/436, dated the 16th September, 2010

F. J. MAIROM,

Deputy Secretary to the Govt.of Meghalaya,
Secretariat Administration Department (Nazarat).

Shillong, the 24th March, 2010.

AFFIDAVIT

I, MES No.229848 Smti. Santa Devi wife of Shri Rajendra Thapa resident of Nongmynsong, Shillong, East Khasi Hills, District, Meghalaya have changed my name and surname from Smti. Santa Devi to Smti. Santa D. Maria Wahlang which is my mother's original name and surname Smti. Joystna Wahlang *vide* an affidavit sworn before the First Class Magistrate, Shillong Court on 2nd day of June, 2000. Henceforth, I shall be known as Smti. Santa D. Maria Wahlang instead of Smt Santa Devi for all purposes and intents.

SANTA D. MARIA WAHLANG

MES No.229848

Nongmynsong, Shillong.

Shillong, the 24th March, 2011.

No.CEKST.1/2000/98.—Under Section 13(2) of the Meghalaya Cooperative Societies' Act,(Assam Act-I of 1950 as adapted by Meghalaya), the amendments shown below in the Bye-Law of the "**Shuthim Ropeway Transport Co-operative Society Ltd**" registered under the Meghalaya Cooperative Societies' Act (Assam Act I of 1950 as adapted by Meghalaya) in the District of East Khasi Hills, Meghalaya, Shillong has duly registered in My office dated this the 24th day of March of the year Two Thousand Eleven Anno Domini.

The Bye-Laws amended and registered this day are as follows :-

Bye-Law No.I- Shuthim Ropeway Transport and Allied Activities Co-operative Society Ltd.

R. KHARMUJAI,
Assistant Registrar of Co-operative Societies,
East Khasi Hills, Shillong.

Shillong, the 23rd March, 2011.

SHORT NOTICE INVITING TENDER

No.PW/NEC/T/4/2011/3.— 1.1 Sealed Tenders affixing non - refundable Court Fee Stamp of Rs.2000.00 (Rupees Two Thousand) only, to be eventually drawn in Meghalaya P.W.D. F-2 form of agreement are invited in 2 (Two) cover bid system i.e. Technical Bid and Financial Bid, by the Undersigned on behalf of the Governor of Meghalaya from the registered Class I(one) Contractors of State of Meghalaya, P.W.D. (Roads) / Joint Ventures having requisite qualification for the work mentioned below and will be received by the undersigned upto 2.00 P.M of **21st April 2011**. The Technical Bid will be opened on the **same day at 2:30 P.M.** in the presence of intending tenderers or their authorised representatives who so desire to witness the opening of the bids. If the last date for submitting / opening of tenders is declared as public holiday or if the tenders cannot be opened on the above date due to unavoidable circumstances, the next working day shall be deemed as the last date of submission and opening of tenders.

1 -2 NAME OF WORK :- Improvement/ Up-gradation of Jowai - Nartiang - Khanduli Road (6th -60th Km) under NEC Programme.

1.3 NATURE OF WORK :- Site clearance, Earthwork in excavation, filling in embankment, Construction of Granular Sub-base by providing closed graded materials, providing, laying, compacting stone aggregates to WBM of Grade II & III metals, Labour for scrapping the old existing surface, Construction/Replacement of H.P. Culverts, Re-Construction of slab culverts, Retaining wall/Breast wall, road side drains, Construction of Stone Masonry Open drains, Stone masonry cover drains, Open Graded Pre-mixed Surfacing (20 mm), and Seal Coat and dismantling of the existing structures wherever necessary.

1.4 LOCATION :- 6th Km to 60th Km.

1.5 APPROX. VALUE OF WORK :- Rs. 48,92,85,000.00 (Rupees forty eight crore ninety two lakhs eighty five thousand only (In two groups).

Sl. No.	Group No.	Location	Approximate Tender Value	Cost of detailed tender papers
1.	I (One)	6th Km to 32nd Km	Rs,23,75,58,000.00	Rs,23,000.00 (Rupees twenty three thousand) only.
2.	II (Two)	33rd Km to 60th Km	Rs,25,17,27,000.00	Rs,25,000.00 (Rupees twenty five thousand) only.

1.6 **RATES** :- (i) The rates are to be quoted legibly on flat percentage basis i.e AT PAR/ ABOVE the Schedule of Rates for Roads, Bridges and E&D works for Jowai Circle, PWD (Roads), Jowai Meghalaya for the year 2007 - 2008.

(ii) However, for the items of works which are not covered by the above Scheduled of Rates, (Item of works will be listed in the Detailed Notice Inviting Tender), the rates for such items are to be quoted legibly on flat percentage basis i.e. AT PAR/ABOVE the Schedule of Rates for Roads and Bridges works for National Highway Circle, PWD (Roads) Meghalaya, Shillong for the 2007-2008 (Fifth Revision).

1.7 **TIME OF COMPLETION** :- 24 (Twenty four) months from the date of issue of Final Work Order.

1.8 **EARNEST MONEY** :- 1% of the Tender Value of Scheduled Caste/Scheduled Tribe and 2% for general category shall be submitted alongwith the tender. Registered Class-I contractor of Meghalaya PWD (Roads) are not required to furnish the Earnest Money at the time of submission of tender.

1.9 Non-tribal Contractors/Firms shall have to furnish the valid Trading License from Jaintia Hills Autonomous District Council along with the Tender; otherwise their tenders will be rejected.

The Detailed Tender documents and other particulars may be obtained from North Eastern Council Branch (Branch No. 314), Chief Engineer's office, PWD (Roads), Meghalaya, Lower Lachumiere, Shillong- 793001 from 13th April, 2011 to 15th April, 2011 on all working days from 11:00 A.M to 3:00 P.M. on payment of the cost of Detailed Tender papers (non-refundable) payable to the Cashier, Bill Branch of this Office. Intending Bidders who want the Detailed Tender papers by post will have to send Rs.500.00/- (Rupees five hundred) only (non-refundable), extra in addition to the prescribed fees by Demand Draft, payable to the Chief Engineer, P.W.D. (Roads), Meghalaya, Shillong. However, the Department will not be responsible for any delay in postal delivery.

2.0 (a) The prospective tenderers should have satisfactorily completed during the last 5 (five) years at least 1 (one) work of similar nature and having a magnitude of minium 40% (Price updated @ 10% per annum compoundable) of the value of the contract for which pre-qualification is sought or should be satisfactorily executing currently at least 1 (one) work of similar nature and having completed billing not less than 40% of the value of the work for which prequalification is sought. (Certificate from the concern Executive Engineer should be enclosed).

(b) The prospective tenderers or any of the constituent partner should neither have abandoned any North Eastern Council or other work nor should any of their contract for North Eastern Council or other works have been rescinded in the last 5 (five) years.

(c) The prospective tenderers or any of the constituent partners should have over the last 5(five) years achieved in any one year a minimum financial Turn Over (As certified by Chartered Accountant) of not less than 40% of the project cost updated @ 10% (Ten percent) per annum compoundable.

(d) The prospective applicant or any of their constituent partners shall have their own plants and machineries for execution of the work or to furnish documentary proof for acquisition (hire/ purchase) of plants and machineries to be utilised in the execution of work.

- (e) The prospective applicant should have minimum key personnel for the project which include Project Manager, Site Engineer (both B.E., Civil), Quality Control Engineers and Plant Manager (B.E., Mechanical or Diploma in Mechanical)
- (f) The working capital of the prospective applicant or any of their constituent partners shall not be less than 10% of the project cost.
- (g) The available bid capacity of the prospective applicant or any of the constituent partners shall be more than the cost of the project, which will be calculated as per provision of the bidding document for pre qualification.
- (h) Registered contractor / Firm who fulfills all the above conditions are only eligible to cast the Tender,
- (i) Non - tribal contractors shall have to furnish valid Trading License from the Jaintia Hills Autonomous District Council while submitting their tenders, otherwise their tender will be rejected out rightly.
- (j) In case of Joint Venture both the partners should submit Trading License and Labour Certificate. Also, Earnest Money is to be enclosed along with the Tender.
- (k) The Chief Engineer, PWD (Roads), Meghalaya, Shillong reserves all right to accept or reject any or all tender without assigning any reason thereof.

Note : In case of a Joint Venture, both the partners should meet the qualifying criteria of Clause- 2 (a) & 2 (c) above as follows :-

- (i) The lead partner shall meet not less than 40% of all the qualifying criteria given in above relevant paras.
- (ii) Each of the partner shall meet not less than 30% of all the qualifying criteria given in para mentioned (i) above.
- (iii) The Joint Venture must satisfy collectively the criteria of personnel capabilities, holding of equipment and financial strength for which purpose the relevant figures for each of the partners shall be added together to arrive at the J.V's total capacity. Individual members must each satisfy the requirements of soundness of Applicant's financial position and the clear record for execution of works.
- (iv) Any bid shall be signed so as to legally bind all partners jointly and severally and the bid shall be submitted with a copy of JV agreement providing to joint and several liability w.r.t. the contract.

S. B. CHYRMANG,
Chief Engineer, (NH), P.W.D.
(Roads), Meghalaya, Shillong.

Tura, the 15th March, 2011.

CORRIGENDUM

No.SE/Tech/ADB/1/363/2703-08.— In partial modification to this office Notice inviting Expression of Interest for construction supervision consultants vide No. SE/Tech/ADB/1/363 Dt. 22-02-2011 is hereby extended up to 31st March, 2011.

All other terms and conditions will remain the same.

M. R. SANGMA,

Project Director, Project Implementation Unit (PIU),
Superintending Engineer, PWD (Roads) Tura Circle, Tura.

Tura, the 22nd February, 2011.

Notice Inviting Expression of Interest for Construction Supervision

EOI No.SE/TECH/ADB/1/363/2101.—Title of the Proposed Project: North Eastern State Roads Investment Program (NESRIP) Tranche-1 Roads.

The Government of India has applied for a loan from the Asian Development Bank (ADB) and intends to utilize part of this loan towards the cost of the contract for consulting services related to construction supervision of civil works to be taken up under the project Public Works Department. Meghalaya is the implementing agency for rehabilitation and upgradation of road section MLNI : Garobadha to Dalu (NH-51), Tranche-1 road in the State of Meghalaya selected under this Project. The work is proposed to be taken up under one civil work package, the details of which are as follows :-

Civil Work Package	Name of Road	Length in Km.
ML-CWI	MLNI : Garobadha to Dalu (NH-51)	93.4 Km.

Consultancy Services :-

The supervision consultancy services shall include, apart from construction supervision of the aforementioned civil works, monitoring and evaluation of the Project with focus on social impact monitoring and environmental management in accordance with ADB's Safeguard Policies.

The consulting services will be implemented over 39 months of construction period followed by 12 months of defects notification period. The Consultant's input requirement consists of about 42 international person-months and 426 national person-months. The estimated cost of the services is about **USD 3.13 million**. The services expected to commence in April, 2011.

The Public Works Department Meghalaya invites Expression of Interest (**EOI**) from eligible from consultants for the said assignment .The consultants from the member countries, registered with ADB are only eligible for submitting EOIs.

On the basis of the submissions, the consultants shall be shortlisted and invited to submit their proposals, in accordance with ADB's **Guidelines on the Use of Consultants** (the ADB Guidelines). The request for proposal to the short-listed consultants is expected to be issued in April, 2011. Selection of the consultant shall be done under OCBS (quality-and cost-based selection) with a quality-cost ratio of 80:20 in accordance with the ADB Guidelines.

Interested consultants are requested to submit their Expression of Interests (EOIs) online through ADB's website (www.adb.org). Consultants may - still submit the hardcopy of the EOIs submitted online to the address indicated below. In case of any discrepancies between the EOI received online and in hardcopy, the EOI submitted online will be evaluated for short listing purposes.

For online submission: (1) register with ADB's CMS (Consultant Management System) at <http://www.adb.org/Consulting cms asp> . (2) Go to <http://cms.adb.org>. (3) Click on "INDIA". (4) Find the captioned project name and click on "view". (5) Click on "submit EOI", and (6) follow the instructions. All requested information must be filled in completely.

Notice invitng Expression of Interest project details and the terms of reference can also be downloaded from www.meghalayagov.in.

EOIs (either online or hardcopy) must be received on or before 25th March, 2011 M. R. Sangma, Project Director, Project Implementation Unit (PIU), ADB Project. Superintending Engineer, PWD (Roads) Tura Circle, Tura.

Email : [milansangma\(a\)yahoo.co.in](mailto:milansangma(a)yahoo.co.in).

Tel: No.+919436112841 Fax : 03651-223916

M. R. SANGMA,
Project Director, Project Implementation Unit (PIU),
Superintending Engineer, PWD (Roads) Tura Circle, Tura.

Nongstoin, the 18th March, 2011.

No.SE/PHE/NGN/TB-38/2011/881.—Sealed tenders affixing non-refundable Court Fee Stamp worth ₹ 300/- (Rupees Three Hundred) only to be eventually drawn in MPWD - F - 2 Form of tender agreement are hereby invited for the following work from the Registered Class-I Contractors of Public Health Engineering Department and Class-II Contractors of PHE Western Circle and shall be received in the office of the Undersigned upto 1.00 P.M on the 19th April 2011. Tenders received will be opened on the same date and hour in the presence of the tenderer or their authorized agents who like to be present.

Detailed specifications alongwith terms and conditions may be obtained from the Office of the Undersigned on all working days during office hours upto the 18th April, 2011 on application and on payment of ₹ 500/- (Rupees five hundred) only in cash.

Sl. No	Name of Work	Approximate Value of Work	Time of completion
1.	Construction of Impounding Dam for Regeneration of Nonktieh Wahbamon Combined Water Supply Scheme.	₹ 8,62,000.00	90 (ninety) days

K. S. BLAH,
Superintending Engineer, PHE
Western Circle, Nongstoin.

Shillong, the 24th March, 2011.

SHORT TENDER NOTICE

No.MSWC/const/9/2011/4.—Sealed Tender affixing non-refundable **Crossed IPO** in favour of **Managing Director, Mswc of Rs. 2000.00 (Rupees Two thousand)only** to be eventually drawn in F2 - form of agreement are invited in 2 (two) cover bid system i.e. *Technical Bid* and *Price Bid* separately by the undersigned **on** behalf of the Governor of Meghalaya from Class-I Registered Contractors under the Chief Engineer P.W.D (Building wing) having own valid Electrical License and requisite qualification with experience of executing similar building work - as per the eligibility **Criteria of the tender** documents, for the execution of the following work as mentioned below where the Sealed Tenders for the same will be received up to **4:00 P.M on the 26th April, 2011**. The Technical bid will be opened on the same date and hour in the presence of the intending tenderers or their authorized representatives. However, if such last date is declared as a holiday, then the next working day will be the schedule date for receiving and opening. The Price - Bid of the pre - qualified tenderer(s) will be opened on a specified date in the presence of the tenderer(s) or their authorized representatives and the date for opening of Price Bid will be duly notified. Finalization of the work shall be as per the recommendation of the Tender Committee Warehousing Corporation.

SI, No.	Name of Work	Approximate Value of Work.	Time of Completion	Cost of Tender papers.
1.	Construction of Additional 2000 MT Warehouse Buiding including Development and Improvement of Warehouse Complex, at Khanapara, Ri-Bhoi District, Meghalaya. (Construction of 2000 Mt Warehouse Building, Electrification (Interiors and Exterior), Construction of 3.37 m Span RCC Culverts (2Nos.), Construction of Retaining walls i/c Necessary Fillings, Construction i/c M&BT of Approach Road, Regrading of Drain with CC Protection, Construction of Catch Water and Campus Drains, Raising of Side Drains and Plinth Protection of Existing Warehouse Buildings).	Rs.2,43,23,200.00 (Rupees two crore, forty three lakhs, twenty three thousand and two hundred) only.	18 (eighteen) Months	Rs.2000.00 (Rupees two thousand)

Tender documents will be issued from the office of the Office of the Meghalaya State Warehousing Corporation, Lower Lachumier, between 11.00hrs and 16.00hrs from the 19th April, 2011 to 21st April, 2011 on working days except Saturday, Sunday and Public holiday.

N.B.:-Non Tribal Contractors shall have to produce valid Trading License before purchasing Tender Forms failing which no tender papers will be issued.

Eligibility criteria:-

- I. The tenderer(s) should have satisfactorily completed during the last **3 (three) years** of at least 1(one) work of similar nature, in a government/quasi governmental organization, and having a magnitude of **50% (Fifty percent - price updated @ 10% per annum compoundable)** of the value for which pre - qualification is sought **or** the tenderer should be satisfactorily executing currently at least 1(one) work of similar nature and having completed **billing not less than 50%** of the current value of work in any Government organization for which pre - qualification is sought.
- II. The Average Annual Turn - over of works over the last 3 (three) financial years shall not be less than 50% (fifty percent) of the project cost.
- III. The prospective applicant/tenderer(s) shall have their own necessary plants and machineries for the

execution of the construction work (**to be supported with affidavit**).

- IV. The Tendered(s) shall have requisite Technical expertise/Site Engineer(s) and quality control for the construction work (**to be supported with affidavit**). Certified copy of the No-Objection Certificate from the concern Government Department indicating the **date of retirement** should be submitted in case of Retired Govt.servant(s) who is/are employed as Site Engineer(s).
- V. The Liquid Assets/Working Capital shall not be less than **20 % (twenty percent)** of this project cost.
- VI. The available bid capacity of the applicant shall be more than the total bid value.
- VII. The validity period of the Tender is **180 (One hundred eighty) days** with effect from the date of opening of the Tender (Price Bid).

Managing Director,
Meghalaya State Warehousing Corporation
Meghalaya Shillong.

Shillong, the 24th March, 2011.

No.SAN.14/2006/438.—On their own request, the name M/S. C. Kharmalki, Malki, Shillong and M/S Aibori Snaitang, Sunny Hills, Shillong are hereby excluded from the Approved list for supply of Electrical Goods contained in this Department's Office Order No.SAN.146/2006/422, dated the 3rd September, 2007 and No. SAN. 146/2006/433, dated the 8th September, 2010

F. J. MAIROM,
Deputy Secretary to the Government of Meghalaya
Secretariat Administration Department Nazarat.

Shillong, the 24th March, 2011.

No.SAN.138/2007/450.—On their own request, the name M/S. C. Kharmalki, Malki, Shillong and M/S Aibori Snaitang, Sunny Hills, Shillong are hereby excluded from the Approved list for supply of Door and Window Curtains contained in this Department' s Office Order NO.SAN. 138/2007/440, dated the 30th July, 2009 and NO. SAN. 138/2007/445, dated 16th September, 2010.

F. J. MAIROM,
Deputy Secretary to the Government of Meghalaya
Secretariat Administration Department Nazarat.

Shillong, the 24th March, 2011.

No.SAN.14/2006/438.—On their own request, the name M/S. C. Kharmalki, Malki, Shillong and M/S Aibori Snaitang, Sunny Hills, Shillong are hereby excluded from the Approved list for supply of Electrical Goods contained in this Department's Office Order No.SAN.146/2006/422, dated the 3rd September, 2007 and No.SAN.146/2006/433, dated the 8th September, 2010

F. J. MAIROM,

Deputy Secretary to the Government of Meghalaya
Secretariat Administration Department Nazarat.

Shillong, the 24th March, 2011.

No.SAN.138/2007/450.—On their own request, the name M/S. C. Kharmalki, Malki, Shillong and M/S Aibori Snaitang, Sunny Hills, Shillong are hereby excluded from the Approved list for supply of Door and Window Curtains contained in this Department' s Office Order No.SAN.138/2007/440, dated the 30th July, 2009 and No. SAN. 138/2007/445, dated the 16th September, 2010.

F. J. MAIROM,

Deputy Secretary to the Government of Meghalaya
Secretariat Administration Department (Nazarat).